# **Agency Administration**

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### **Program Mission**

To support the agency in accomplishing its mission to protect, preserve and enhance Washington's environment, and promote the wise management of our air, land and water for the benefit of current and future generations.

### **Program Origin and Laws**

#### Chapter 43.21A RCW, Department of Ecology

In 1970, this law created the Department of Ecology to consolidate water, air, solid waste and other environmental management protection and development programs authorized by the legislature. Sections 090 through 150 state the powers, duties and functions that allow the director of Ecology to create administrative divisions within the agency.

### **Constituents and Stakeholders**

- ❖ Internal management and staff
- The legislature and legislative staff
- Office of Financial Management
- ❖ Other natural resource agencies (Departments of Natural Resources, Health, Agriculture, Transportation)
- ❖ Joint Natural Resources Cabinet
- General Administration
- ❖ State Treasurers Office, Auditors Office and Revenue
- ❖ Federal agencies (for instance, US Environmental Protection Agency)
- ❖ Local governments and the federal government (grant management)
- ❖ Tribal governments (communication and coordination)

### **Major Activities**

#### Office of Communication and Education

- ❖ Advises management on education and information on involvement aspects of environmental issues
- ❖ Prepares public information and education strategies for major agency issues
- ❖ Assists programs in designing education and outreach plans, tools, materials and activities
- Responds to media and public inquiries

#### **Intergovernmental Relations**

- ❖ Leadership, policy support and coordination for federal and state legislative issues, as well as issues effecting local government and tribes
- ❖ Rule development assistance and coordination
- ❖ Economic analysis, including Small Business Economic Impact Statements, cost/benefit studies, and agency fee and cost management guidelines

#### **Employee Services**

- \* Responsible for ensuring that appointments, recruitment, classification and pay, corrective/disciplinary actions, reduction-in-force actions, and grievances are in compliance with civil service laws, merit system rules, and agency policy
- ❖ Provides the full scope of human resources functions, including safety and training and development, to support organizational requirements and needs
- ❖ Assists in creating a supportive work environment that reflects the diversity of the community Ecology serves

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#### Regional and Field Offices

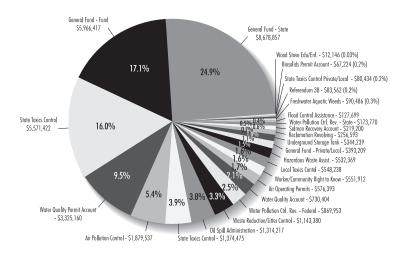
- ❖ Executive management representation within Ecology's four regional offices (Lacey, Yakima, Spokane, Bellevue) and two field offices (Bellingham, Vancouver)
- Outreach through information and assistance to local communities
- Cross program coordination and management of large, multiple-program environmental review and permitting projects
- Core administrative support to regional office staff in the areas of reception, mail, records management, complaint tracking and central library

#### **Executive, Financial and Administrative Services**

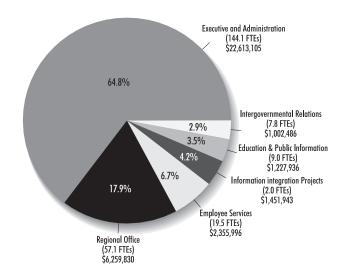
- Direction and leadership
- ❖ Centralized financial services (fiscal, accounting and budget, purchasing and inventory)
- Centralized forms, records and mail services
- Security for agency staff, facilities and property
- ❖ Strategic planning and environmental indicator development
- ❖ Books, periodicals, and research: manages extensive library resources at headquarters and in regions
- Information management, including the Information Integration Project
- Facility and building management

Agency administration is supported by each fund source available to the Department of Ecology. Each fund contributes to the Administrative Program in the same percentage that each fund contributes to the total of the environmental program's salaries and benefits.

### Agency Administration Dollars by Fund Source

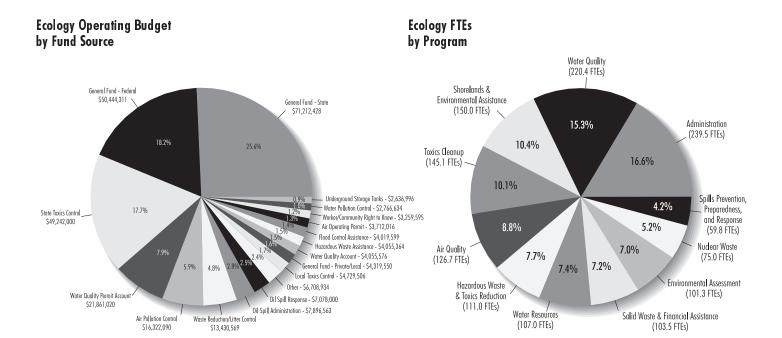


## Agency Administration Dollars by Activity

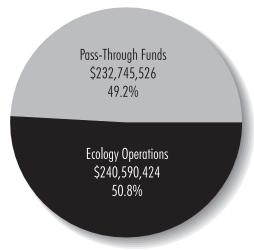


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# **Agency Information**



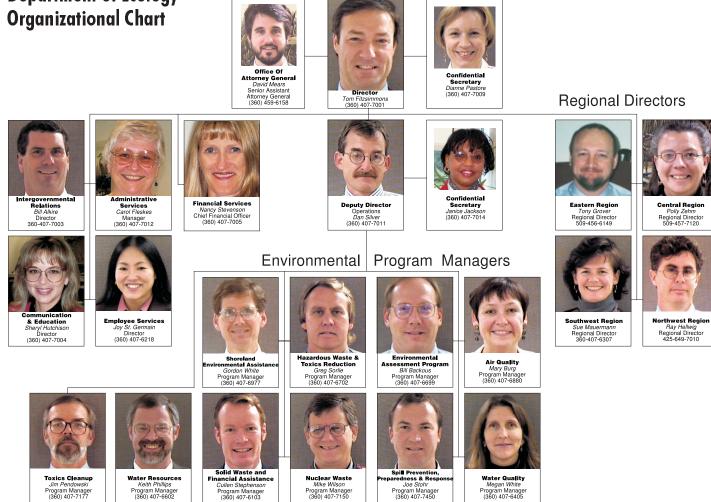
# Ecology Pass-Through Funding to Local Governments and Communities

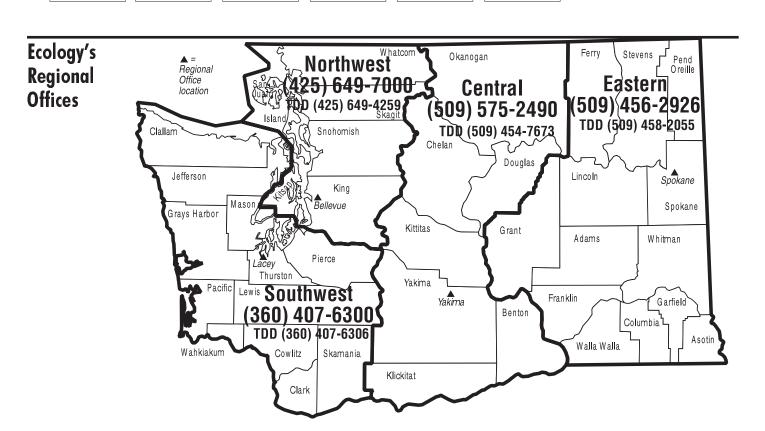


Reappropriated Pass-Through Funds not shown on chart: \$164,000,000

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# **Department of Ecology**





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